

BUILDING PUBLIC FINANCE CAPABILITIES

PROGRAMME APPLICATION FORM

The Collaborative Africa Budget Reform Initiative (CABRI) is accepting proposals from teams of government officials in African countries to participate in the [Building Public Finance Capabilities \(BPFC\) programme](#).

The BPFC is an 12-month action-learning programme aimed at building local capabilities to solve local public finance problems. It puts teams of government practitioners at the centre of public financial management (PFM) reforms, through an approach that drives incremental change and facilitates the emergence of local solutions to complex public finance problems.

This year, officials from ministries of finance and other relevant ministries or agencies in Africa are invited to apply to the programme and **identify a pressing country-specific public finance problem within one of the following two broad areas.**

Programme, problem areas		Potential participants from the following units
i.	Area 1: Debt, cash, and liquidity management	ministry of finance (debt, cash, treasury, and budget units), etc.
ii.	Area 2: Capital spending and public investment management	ministries of finance, planning, public works, other sector ministries, etc.

To register your interest, please complete this application form by the **22nd of March 2024** and submit to Joana Bento at joana.bento@cabri-sbo.org.

1. What is the public finance problem that your team wants to address?

Provide a statement that describes the problem. A problem that matters is one that gets attention and mobilises action from a broad set of agents. Ensure that your problem is specific and supported by data. Note that your initial problem statement is likely to evolve as you engage further in the programme.

2. Why is this a problem? What is the impact of the problems? Who does it impact?

Describe the negative consequences of the problem and its current relevance.

3. What actions are currently being undertaken to address the problem, and how do you think your participation in the BPFC programme supports the reform process?

4. Who are the team members responsible for addressing the problem? Please list their names, positions and contact details.

Applicants are required to propose teams made up of six individuals who:

- *Have knowledge and expertise about the problem and are able to contribute to the resolution of the problem.*
- *Are from relevant directorates (in the Ministry of Finance and/or a Sector Ministry or Government Agency where applicable), preferably from different departments and/or organisations, whose perspectives are necessary for understanding the problem and developing and implementing solutions.*
- *Are able to regularly convene over the course of the programme and beyond.*
- *Can dedicate an **average of five hours a week** to the programme, through the 12 month-period*

Name and surname	Position	Institution	Email address
1.			
2.			
3.			
4.			
5.			
6.			

5. Each team member must sign the proposal, agreeing with the following statement:

“If our proposal is approved, I will attend all workshops, work for at least five hours a week on this engagement on, inter-alia:

- *Attending weekly team meetings and check-ins with our coach,*
- *Engaging and consulting key stakeholders and gathering data on the problem to identify, tailor and implement context-specific solutions,*
- *Completing weekly individual and team reflections,*
- *Reporting to our authorizer on our progress.*

I acknowledge that failure to contribute to the team’s work and to comply with the programme requirements can result in an expulsion from the team. In addition, the completion of weekly reflections and attendance at 75% of all team meetings are required for a BPFC programme completion certificate to be delivered”.

Name Signature

Name Signature

Name Signature _____

Name Signature _____

Name Signature _____

Name Signature _____

6. Who is the political authoriser of the work (preferably a minister or permanent secretary)? This person must sign the proposal, and agree to the statement:

“I hereby authorise each team member to attend all workshops, work for at least five hours a week on this engagement, complete all their weekly reflection and attend all team meetings and discussion with their coaches. I will also receive regular reports from the team, in writing, and will support the team when necessary”.

Name Signature _____

Position



Annexure 1: Programme structure and tentative timeline

The programme structure facilitates officials' practical and experimental learning to solve complex public finance problems. Throughout the programme, **a dedicated CABRI coach** provides support and expertise to the team.

Activity	Tentative dates
<p>Deadline to submit your application Officials from the relevant department are invited to apply to the programme and identify a pressing country-specific public finance problem and the team members that will work on solving the problem</p>	22 nd March 2024
<p>Online Course [5 weeks] The online training course introduces teams to the PDIA approach using video lectures, readings, assignments, reflection exercises and peer interactions.</p>	29 April – 27 May 2024
<p>Framing Workshop [South Africa, 4 days] Teams come together at the framing workshop and, through facilitated discussions: (i) construct their public finance problem; (ii) identify the causes and sub-causes of the problem using supporting data and (iii) identify entry points, action ideas and immediate steps that they will take to start solving the problem.</p>	10– 13 June 2024
<p>Action-learning [in-country, 10 months] Following the framing workshop, country teams engage in regular learning iterations focused on practically solving the problem. This includes: (i) gathering and analysing data on their problem; (ii) regularly consulting key stakeholders to gain new perspectives on the problem and political and administrative support for the team's work and (iii) holding regular team meetings to share progress, challenges, insights, clarify objectives and agree on next steps.</p>	June 2024- March 2025
<p>In-country check-ins [2 to 3 missions, approx. 3 days each] Coaches will undertake two in-country missions to engage with the team and facilitate learning on the progress achieved, review PDIA concepts, define goals and objectives and meet with the authorizer(s) and other relevant stakeholders involved in the problem resolution.</p>	1 st visit: August 2024 2 nd visit: November 2024 3 rd : April 2025
<p>Mid-term peer review workshop [online, 2 days] During the mid-term peer review, countries will report on the progress achieved, which will be reviewed by a group of panellists and experts. The MTRW will also provide an opportunity for CABRI to share research and case studies on the respective problem areas and invite other countries to share relevant country experiences.</p>	25-26 September 2024
<p>Progress Review Workshop [in-person, 3 days] The workshop provides a platform for teams to share the progress achieved, their learning experiences and to determine next steps and objectives for the upcoming months. Participants receive a certificate of completion and are invited to join the BPFC fellows' network, which connects African PFM officials who practice the PDIA approach.</p>	4-6 March 2025